

21 September 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Personnel Ceiling

1. Reference is made to your memorandum of 18 August 1955 which established a personnel authorization of [] for the Office of the Comptroller and a budget authorization of []. The on-duty strength as of 31 July 1955 upon which the personnel authorization was established was []. At that time it was pointed out to you in my memorandum of 9 August 1955 that this Office had [] employees returning from overseas assignments, plus six new recruits cleared to enter on duty which would require a personnel ceiling of [] for this Office.

25X9A2

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2. The ceiling of [] has since been reduced by two (2) due to the transfer of personnel coding functions from Machine Records Division to the Personnel Office. This leaves the total personnel ceiling for this Office currently at []

25X9A2

3. The current on-duty strength of this Office as of 16 September 1955 is [] based on effective Form 50's, "Personnel Action Request".

4. The attached schedule indicates that a total ceiling of [] would be required if approval was given to bring all security cleared personnel on duty. However, we realize that under present circumstances such a decision is not appropriate, but we would like to have the Office of the Comptroller personnel ceiling raised to []. Such a ceiling would permit us to accommodate all returnees and five of the new personnel who have received clearance. The other six will be absorbed through attrition providing they are in a position to wait for a call to duty.

5. An early decision is desired since the Office of Personnel is refusing to process actions even on returnees.

S/
E. R. SAUNDERS
Comptroller

5 Attachments Schedule with
ERS/RIJ/ny Attachs, A, B,
Distribution: C, & D
Orig. & 1 - Addressee
1 - Signer

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